



Electronics Component Warehouse Stock Verification Checklist 2026

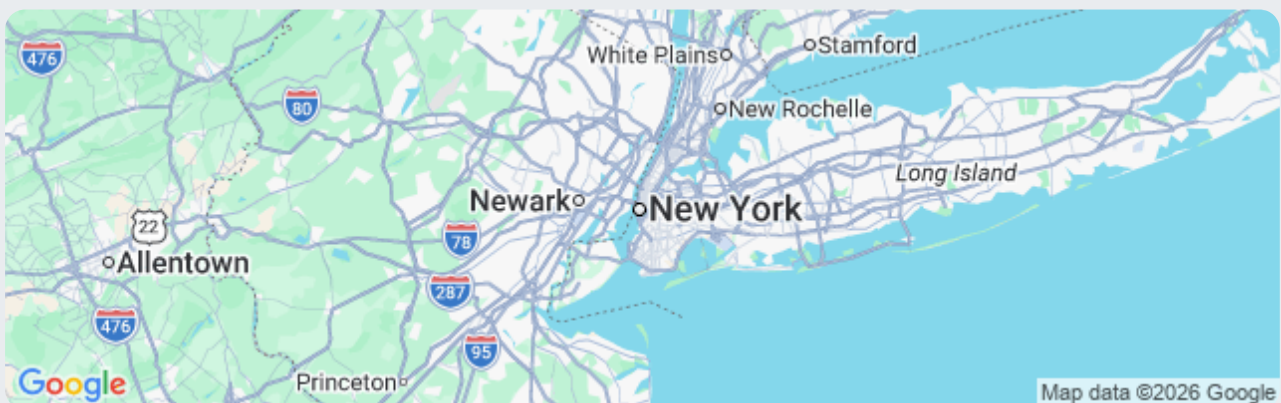
Pre-Audit Preparation

Steps to prepare the warehouse area, organize documentation, and ensure all scanning equipment and master inventory lists are ready before the count begins.

Audit Start Date

Warehouse Zone/Aisle Number

 [Set My Current Location](#)



Pre-Audit Documentation Readiness

- ☐ Master Inventory List Updated
- ☐ Scanning Hardware Calibrated
- ☐ Discrepancy Logs Prepared

Upload Digital Master Inventory Sheet

 Upload File

Pre-Audit Site Observations

Write something...

Physical Component Inspection

Procedures for verifying the physical condition of components, checking for ESD (Electrostatic Discharge) damage, and ensuring anti-static packaging integrity.

ESD Packaging Integrity

- ☐ Intact
- ☐ Damaged/Torn
- ☐ Missing Anti-Static Bag

Visual Damage Detected

- ☐ None
- ☐ Solder Pad Corrosion
- ☐ Bent Pins/Leads
- ☐ Surface Scratches

Observed Quantity of Damaged Units

Enter a number...

Detailed Damage Description

Write something...

Upload Damage Evidence Photo

 Upload File

Inspector Verification

Quantity & SKU Verification

Instructions for matching physical counts against the digital database, verifying part numbers, and identifying any discrepancies in unit quantities.

Part Number/SKU Verified

Write something...

Physical Count Quantity

Enter a number...

System Recorded Quantity

Enter a number...

Variance Amount

Enter a number...

Discrepancy Status

- ☐ Match
- ☐ Shortage
- ☐ Overage

Notes on Discrepancy Investigation

Write something...

Auditor Verification Signature

Labeling & Traceability Check

Verification of manufacturer part numbers (MPN), batch/lot numbers, and date codes to ensure full traceability within the supply chain.

Date of Traceability Inspection

Manufacturer Part Number (MPN) Verified

Batch or Lot Number

Manufacturing Date Code (Date Code)

Label Legibility Status

- ☐ Clear and Readable
- ☐ Faded/Illegible
- ☐ Damaged Label

Traceability Markers Present

- ☐ Barcode/QR Code
- ☐ RFID Tag
- ☐ QR Code
- ☐ Serial Number

Photo of Component Label

 Upload File

Auditor Verification Signature

Storage & Environment Compliance

Audit of storage conditions, including moisture-sensitive level (MSL) compliance, temperature controls, and proper placement in ESD-safe bins or cabinets.

Storage Area Temperature Status

- ☐ Within Range
- ☐ Out of Range
- ☐ Critical Warning

Humidity Level Compliance

- ☐ Compliant
- ☐ Non-Compliant

ESD Protection Verification

- ☐ ESD Mats Intact
- ☐ Grounding Straps Functional
- ☐ Anti-static Bags Sealed
- ☐ ESD Bins Labeled

Recorded Humidity Percentage

Enter a number...

Environmental Deviation Notes

Write something...

Compliance Officer Verification

Discrepancy Reporting & Reconciliation

Process for documenting identified variances, investigating root causes of stock mismatch, and updating the ERP/WMS system for 2026 accuracy standards.

Discrepancy Discovery Date

Quantity Variance (Difference Found)

Discrepancy Root Cause

- ☐ Data Entry Error
- ☐ Damaged/Defective Goods
- ☐ Unrecorded Shipment Receipt
- ☐ Misplaced Item
- ☐ Theft or Shrinkage

Discrepancy Investigation Notes

Write something...

Evidence Photo/Document Upload

 Upload File

Warehouse Manager Approval

Post-Audit Warehouse Cleanup

Final steps to ensure all components are properly resealed, bins are organized, and all audit logs are signed and filed for compliance.

Cleanup Completion Notes

Write something...

Completed Tasks

- ☐ All bins resealed
- ☐ Audit logs filed
- ☐ Discrepancy reports submitted
- ☐ Workstation cleared

Cleanup Completion Date

Enter date...

Warehouse Supervisor Sign-off

< Previous

> Next

✓ Finish

🔗 Generate Sample Report